

AGENDA

FINE ARTS COMMISSION MEETING

1000 Hours, 27 August 1973, Rm 7B44 Hqs

1. Stairwell Colors:

Please look at the three painted stairwells: C Corridor, 1st Floor; F Corridor, 1st Floor; and North E Corridor, all floors. We will again discuss stairwell colors.

2. Reber Pamphlet:

Be prepared to discuss the pamphlet distributed with the minutes of the last meeting.

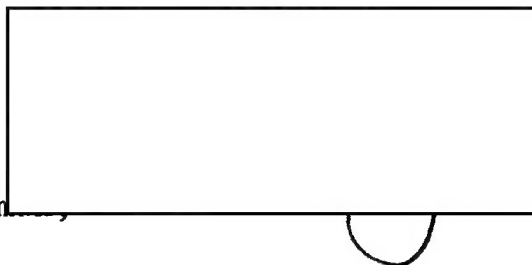
3. Exhibition Schedule:

Some suggestions for exhibitions have been submitted in response to our employee bulletin. We will review these suggestions.

4. Telephone Book Design:

STATINTL  will present the final design of the Agency telephone book to the Commission for approval.

Chairman,



STATINTL

Employee Comments  
on the  
Chinese Exhibition

Very interesting!

A lovely exhibition. Very interesting!

Amazing. Excellent.

Excellent exhibit. Should light it so it could be seen.

Simply magnificent. It's marvelous to be able to view such simplistic beauty at the office.

Very good.

This is a fine exhibit. In the event you have another on Chinese art, I have a few pieces of antique ivory which may be of interest.

Suggest more care with lighting.

Turn on the lights so one can see the displays!

Beautiful sure!!

Sincere appreciation to the owner(s) for sharing these lovely things with us!!

Excellent exhibit!

What does Chinese art have to do with intelligence? Get another intelligence display.

For me, the loveliest and most enjoyable display to date.

Very interesting. Would be nicer if the lights would be kept on.

Superb -- a real inspiration!

Very fine exhibit -- interesting because of its diversification.

Turn on the lights!

Very, very interesting!

Should you have a further Chinese exhibit, I can provide bronze mirror and grave figures from the Han through the Ching Dynasties.

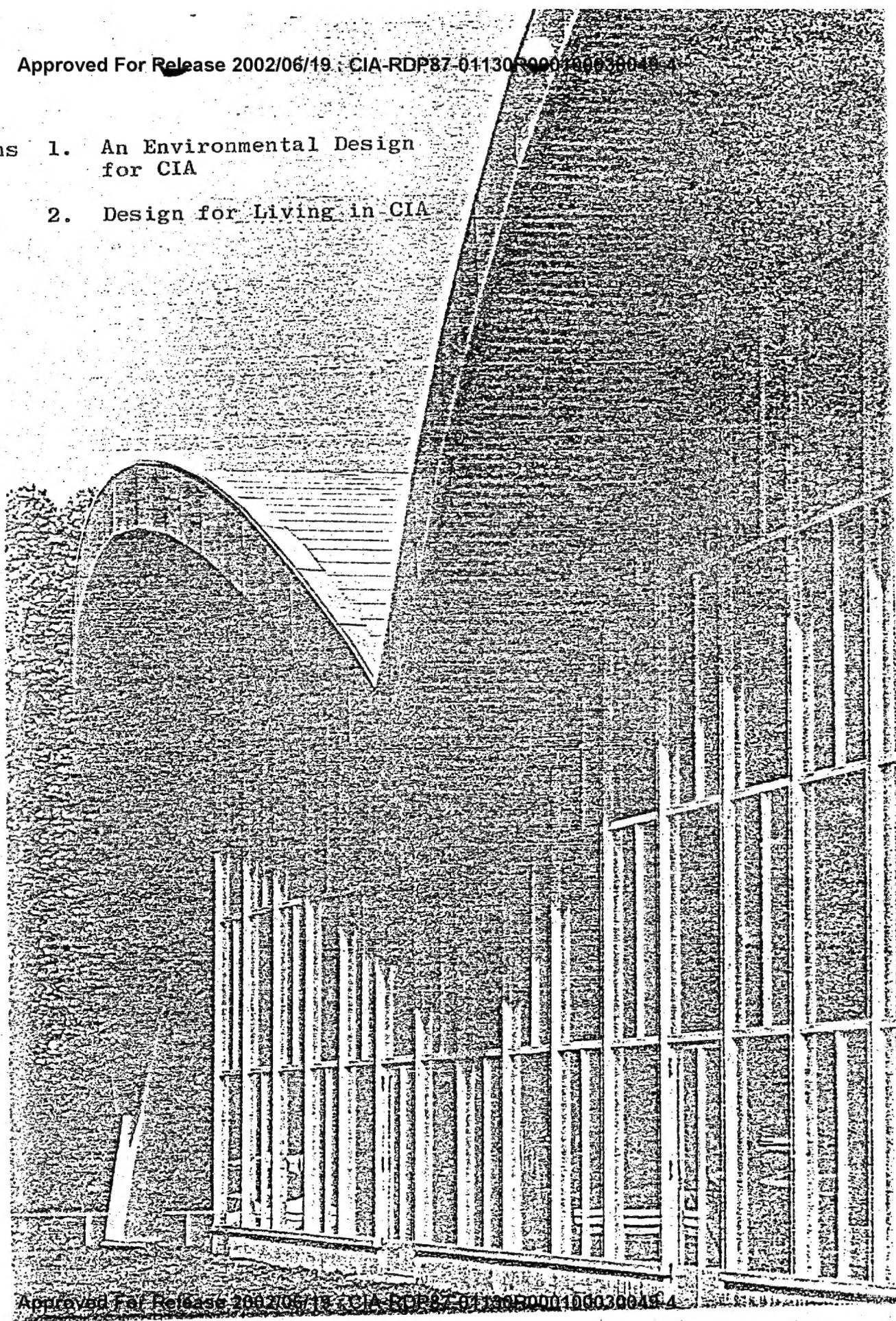
Ah Sooooo Vaily Good.

A beautiful, inspiring presentation. Thanks for taking the time and effort to share it.

Excellent.

How Lucky I am! That I should happen to come out to HQ on business while this exhibit is here.

- Options
1. An Environmental Design for CIA
  2. Design for Living in CIA



D R A F T

TO ALL CIA EMPLOYEES:

The Central Intelligence Agency is fortunate to have a headquarters building and campus which among federal buildings ranks as one of the most attractive and interesting.

Allen Dulles, the Director of Central Intelligence from \_\_\_\_\_ to \_\_\_\_\_, was the moving force in the creation of our headquarters. Among other things he was most interested in the wooded campus and personally marked those trees to be saved during construction.

Colonel Red White, the then Deputy Director for Support, painstakingly gave oversight to the design created by the architectural firm of Harrison and Abramovitz of New York. The construction was completed in 1961.

CIA management considers the use, maintenance and improvement of our facilities wherever located to be an important part of our stewardship to the United States Government and the citizens of our country. As an aid to carrying out this trust this booklet has been prepared. It seeks to inform all employees of the background and content of our environment and to earnestly urge that all of us do our part in preserving it. An attractive environment contributes to our individual well being. In the long run it

costs less. Avoiding unnecessary expenditures of funds and waste of our material assets is also a part of our stewardship. The concern and cooperation of employees, General Services Administration which manages the physical plant, and management at all levels is imperative to success in our endeavor.

The publication of this booklet is part of a comprehensive and continuing environmental plan. Only through such a plan can we wisely spend the limited funds available for our physical surroundings.

HAROLD L. BROWNMAN  
Deputy Director  
for  
Management and Services

## WHAT IS DESIGN

Design is a purpose, a plan which sets out to achieve a specific goal. Design takes individual parts and works them together in a way that creates a total which is greater than the sum of the individual parts. The fundamental requirement for a successful institutional environment is planned and integrated design. At Headquarters for instance the building and campus are part of the design planned by the original architects. The sharp lines of the building are softened by the trees and shrubbery that surround it. Inside, the predominant whiteness of the walls is complimented by the colored door and accent panels. The important thing about design is that once it has been defined and is successful it should not be indiscriminately altered. Any modification of a basic design component should be the subject of careful study. If it is not the integrity of the entire design could be threatened.



## DESIGN FOR OFFICES

In general, we have been more successful with our design for public spaces than for private offices. One reason for this is that public spaces are more readily subject to an overall discipline. Our problems in preserving our design in public spaces relate principally to the way we as employees use them and problems of maintenance. Coffee stains, litter on floors, and soil marks from leaning against walls suggest ways where we as individuals can help. Workmen also contribute to disfigurement through splashing of wax on walls when the floors are being waxed and the leaning of stepladders and building materials against painted walls, as illustrations. Initially the white paint was flat, but we have now turned to a semi-gloss which we find to be more resistant to soil and abrasion.

Unlike earlier federal buildings such as the old State Department and Department of Interior, our headquarters building has relatively few interior masonry walls. The purpose was to allow flexibility to meet changing conditions. It was also in the short run less expensive, but it creates problems--nothing is permanent. This leads to a continuing need for reestablishing order in our offices. Order is the key to design. Lack of order in our offices, provoked by



overcrowding and our inability to establish and maintain standards of order throughout our offices has led to discomfort, a sense of frustration, or depression at times. The explanation in part is our penchant for covering office walls with assorted objects from cartoons and calendars to maps, the latter being easily accessible in the Agency for both functional and esthetic purposes. We recognize the importance of clean facilities which requires a more extensive effort than funds have permitted since we entered the building. No relief in this regard is in sight. Self help here begins with each of us being conscious of the need to be as tidy as possible.

Many of our offices have excess furniture which does not serve functional purposes. This contributes to a feeling of congestion. We frequently consider office safes to be our enemy. Yet office safes are to an office what a stove is to a kitchen, a necessary part of the job. If we remove the scotch tape and the things frequently stacked on top of it we call less attention to the safe. This important maintenance job should be done by each of us individually.

An office is indeed a private place. The individual spends more time there than in any other single place. He feels the need to surround himself with objects of a personal character which make him feel more comfortable. When this is overdone, however, clutter results. Clutter is the

enemy of good design in that it makes space smaller and usually lacks a center of interest to invite the eye.

Those who from their foreign travel or otherwise have acquired objects for wall decoration and which are meaningful to the individual could use them as wall hangings if they wished. The Agency, however, as a matter of policy does not provide framing for such objects.

## A LOOK AT OUR SOCIAL ENVIRONMENT

Our first floor and the adjoining campus have been gradually developed to provide services to our employees and areas of special interest and relaxation.

The main quadrangle, with its spacious well-lighted walkways and pure color accents, is the center for movement of most employees whether located in headquarters or outlying buildings who have business here. Contemporary paintings are on loan from the Corcoran Art Gallery. Our history is in part reflected in the portrait gallery of previous Directors of Central Intelligence.

The Exhibit Corridor - 1D - has in the last ten years presented some fifty cultural exhibits such as traveling art exhibits, Agency employee art shows, the historical exhibit on the Cuban missile crisis, and special exhibits such as the Escher exhibit, a collection of an Agency employee.

The Credit Union, centrally located on this quadrangle, is conveniently located to give financial assistance to employees.

The North and South cafeterias with their vaulted ceilings and expanses of glass looking out on the campus

are complemented by the Rendezvous Room, providing a buffet in a relaxing atmosphere with contemporary appointments. It is open to all Agency employees. Receptions which were earlier held in outside commercial facilities can be held in the Rendezvous Room.

Proximate to the Credit Union and the eating facilities are the ticket office and store operated by the Employee Activity Association.

From the building to the campus there are eight exits affording easy access for strolling at the noon hour or for outdoor eating.

Planning calls for the installation of a self-service post box in the tunnel entrance. It will take a longer time to develop the Agency museum which will be housed, according to current thinking, in corridor 1A. This location would permit use with or separate from the exhibit corridor.

Plans are also underway to develop trails for noon time walks in the woods toward and along the river as well as bicycle trails on campus which would connect with the National Park Service public bicycle paths.

Employee medical services are also available at the first floor next to the exhibit hall. This area was one of the first to be designed in contemporary mode.

From this listing it is readily apparent that we have developed in our ground floor area an arcade effect where

without leaving the building employees have easy access to service units planned to relate effectively to our handsome corridors.

The whole has been planned for desired emotional lift as one moves through the building.

## DESIGN AND THE INDIVIDUAL

In the long run the maintenance and preservation of an environment or a design is the responsibility of each individual. Whether by carelessness or lack of thought, it is the individual who destroys the environment or violates the design. If we all do our part we all benefit. But when a few are thoughtless, we all suffer. We are proud to have one of the handsomest buildings in the federal complex. Our master plan for maintaining high environmental standards in all our facilities has been praised by many important visitors who have compared ours with their own environments. However, we have a continuing task of improvement. We hope your individual pride will prompt you to help us improve.